

From: [Garcia, Bert](#)
To: [Adams, Grant](#)
Subject: RE: How do I close the water survey to further input? RE: Your help with Survey Monkey
Date: Friday, October 31, 2014 12:11:00 PM

Thanks Grant.

Bert Garcia
Director, Ecosystems Protection Program
EPA Region 8

From: Adams, Grant
Sent: Friday, October 31, 2014 11:32 AM
To: Garcia, Bert
Subject: Re: How do I close the water survey to further input? RE: Your help with Survey Monkey

Go to "collect responses" tab and then look for an option to close the collector. I think that's how it's done. You can also just download all the results at the end of the day and use that as your official version of results if you can't close the collector. I'm in a bad place to be able to access it to check and see if that is the way to stop the survey but I can look at it on Monday if you remind me. Thanks and have a great weekend.

//SIGNED//
Grant S. Adams
US EPA REGION 8
(303) 312-6874 Desk
(303) 746-9057 Cell

On Oct 31, 2014, at 12:23, Garcia, Bert <Garcia.Bert@epa.gov> wrote:

Grant, we want to close the survey today COB. I've looked all over the survey webpage and can't find a way to do that – any enlightenment you can provide?

Bert Garcia
Director, Ecosystems Protection Program
EPA Region 8

From: Adams, Grant
Sent: Thursday, October 09, 2014 3:30 PM
To: Garcia, Bert
Subject: RE: Your help with Survey Monkey

Bert,

Sorry for not getting back to you earlier, I have been pretty busy. Below is the information for you to use to access the R8 Survey Monkey account:

Username: USEPAREGION8
Password: R8surv3y!

https://www.surveymonkey.com/MyAccount_Login.aspx

I went ahead and tried to save you a little time by quickly creating the survey for you based on what you sent me in the earlier word document. You should log into the SurveyMonkey system and review it before you send it out. The survey is titled:

R8 WATER PROGRAM STAFF

I also created a web link for the survey. This is the link you will send out to the people you want to take the survey. You should only send this out after you review / modify what I created. Below is the link:

<https://www.surveymonkey.com/s/R8WATSTAFF>

If you are willing to accept a little constructive feedback on your survey, please continue.

1. The questions in the first part of the survey are VERY broad and you are asking the respondents to type in answers. You are going to get a very wide array of answers and many of them may not even make sense. You might be better off making those questions multiple choice with options that you provide and use the "Other" as one for the answers if you want to allow them to reply about different matters.
2. Change the position of the "About the Workgroup" questions to be the first questions in the survey and have the "Inform the Workgroup" questions later.
3. Bunch questions revolving around a similar theme or idea together. Use additional pages to break up questions about different subjects. Don't do a single question per page, but if you have multiple questions about one thing, then keep those together. Start off broad with the early questions and get more focused with the later questions per page.
4. Reduce the number of questions you have in the "Inform the Workgroup" portion of the survey. That is a lot of text and thinking that the respondent will have to read and write about. You are going to get a lot of different responses and it may be very hard to really tell what they are saying to you. Also, if you send this survey out again in the future, you are going to have a hell of a time trying to make comparisons to your previous data from the new responses. With the open ended essay questions you have there, you cannot derive empirical and iterative information over time.
5. As a rule of thumb, always force your respondents to take a stand on a matter. Don't allow them to say "N/A" or "I neither fell positive or negative towards X". If you are doing multiple choice questions, only give 4 or 6 answer choices. Make those choices "Great", "Good", "Bad" and "Terrible", or something that is relevant to the information you are

trying to get. If you have “Meh” or “Neutral” as a 5 or 7 option in the middle, then your data will pretty much statistically all fall in the center and you will not get worthwhile feedback.

I hope this helps.

Thanks,

Grant
(303) 312-6874 (Desk)
(303) 746-9057 (Cell)

From: Garcia, Bert
Sent: Wednesday, October 08, 2014 3:19 PM
To: Adams, Grant
Subject: RE: Your help with Survey Monkey

Thanks Grant. I'm available the rest of today.

Bert Garcia
Director, Ecosystems Protection Program
EPA Region 8

From: Adams, Grant
Sent: Wednesday, October 08, 2014 2:18 PM
To: Garcia, Bert
Subject: RE: Your help with Survey Monkey

Bert,

You are still on my RADAR but I am in the middle of troubleshooting some issues. I just want you to know that I will get back to you as soon as I have a couple of minutes. What's your schedule for the rest of the afternoon?

Thanks,

Grant
(303) 312-6874 (Desk)
(303) 746-9057 (Cell)

From: Garcia, Bert
Sent: Wednesday, October 08, 2014 2:01 PM
To: Adams, Grant
Subject: Your help with Survey Monkey

Grant, our survey is attached. Let me know when you have time tomorrow to help me create the instrument in Survey Monkey. I'm available in the morning from 8-9 and

10-11:30.

We'll send out the survey Tuesday morning.

Thanks.

Bert Garcia
Director, Ecosystems Protection Program
EPA Region 8